

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #11-130 OPENING DATE: 5 October 2011 CLOSING DATE: 19 October 2011

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X ARMY NATIONAL GUARD AIR NATIONAL GUARD

POSITION TITLE: ASST CHIEF OF STAFF (01A00) **HIGHEST GRADE AUTHORIZED** LTC/O5

ORGANIZATION AND LOCATION: HQ, JFHQ, 5TH REGIMENT ARMORY, 219 WEST HOFFMAN STREET, BALTIMORE, MARYLAND 21201

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT AGR OFFICERS OF THE MARYLAND ARMY NATIONAL GUARD, ONLY O4s ELIGIBLE FOR PROMOTION IMMEDIATELY UPON SELECTION.

| GENERAL ELIGIBILITY REQUIREMENTS: | INITIAL ENTRY QUALIFICATIONS: | ON-BOARD AGR QUALIFICATIONS: |
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| <ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. | <ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must not be pregnant per AR 40-501 and AR 600-110. 4. Must meet the body composition standards prescribed in AR 600-9. 5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 7. Must possess the grade equal to or below that authorized for the AGR duty position. 8. Must possess or be able to gain, within 12 months, the specialty required for the AGR duty position. 9. If announcement is open to Non-AGR Soldiers eligible for commission, Enlisted soldiers must have an OCS completion certificate or a warrant officer pre-determination packet. | <ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess AOC of the AGR duty position or become qualified in that AOC within 12 months. 3. Failure to qualify in AGR duty position AOC within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. If announcement is open to AGR Soldiers eligible for commission, Enlisted AGR soldiers must have an OCS completion certificate or a warrant officer pre-determination packet. |

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DESCRIPTION OF DUTIES: Provides executive level planning, formulation, coordination, and implementation of ARNG programs. Responsible for coordinating information and work flow on behalf of the Chief of Staff. Tracks project status and advises Command Staff of requirements. Advises Chief of Staff of realized and potential operational issues that may affect specific and overall effectiveness of ARNG programs. Assists Special Staff in the coordination of actions with Primary Staff and Major Supported Commands. Ensures that internal and external inquiries that come into the Chief of Staff's office are directed to the appropriate action officer and tracks disposition. Manages the General Officer Account.

QUALIFICATIONS REQUIRED: AOC: 01A00. Branch immaterial. **ONLY OPEN TO CURRENT O4s ELIGIBLE FOR PROMOTION IMMEDIATELY UPON SELECTION.** AGR applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must possess a valid security clearance required for the grade, MOS/AOC and AGR duty position. Must not have failed selection for promotion on latest consideration by a mandatory board.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
6. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
7. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (PHA) and HIV Test.
3. Signed certified copy of **updated** DA Form 2-1- OR - **updated** Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. **Updated** Personnel Qualification Record (PQR).
5. Three latest NCOERs/OERs and as available for junior Soldier/NCO applicants. (Gaps in rating periods **MUST** be explained by in writing.)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than 6 months old AGR members and 12 months for traditional members.
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) Retirement Points History Statement (NGB Form 23)
 - b) Provide **all** DD Form 214s. (Long version copies 2, 4, 7, or 8)
13. Forward application and attachments to: **Human Resources Office**
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED.